



Institute of Hotel Management Catering Technology and Applied Nutrition

1100 Qtrs, Near Academy of Administration, Bhopal-462016

(An Autonomous body under Ministry of Tourism, Govt. of India)

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Affiliated to National Council for Hotel Management & Catering Technology.

The Institute invites applications for the post of **“Administrative-cum-Accounts Officer (On Deputation basis), Lecturer-cum-Instructor (Permanent), Assistant Lecturer-cum-Assistant Instructor (Permanent), Lower Division Clerk (Permanent), Teaching Associate (Contractual)”**.

Sl. No	Name of Post	No. of Posts	Scale	Essential Qualification	Age limit	Mode of Recruitment
1	Administrative cum Accounts Officer	01	Rs. 56100/- in Pay Matrix Level-10 (Rs. 56100-177500) (as per 7 th CPC)	Bachelor of Commerce degree/BBA from a recognised University securing not less than 50% marks in aggregate Experience: At least 8 years of service in administration and accounts and Office Documentation in any Central/State Government Institute of Hotel Management or Food Craft Institute or Public Sector Undertaking or Autonomous Body in the Grade Pay of Rs. 4200/- or equivalent/above. Computer competency is essential.	Not exceeding 50 years (as on 28.02.2023)	By Deputation of Officers holding analogous posts under Central Government/National Council for Hotel Management & Catering Technology/Officer from any other Central/State Institute of Hotel Management/Food Craft Institute/other autonomous bodies and PSUs. (Personal Interview or Written Test + Personal Interview)
2	Lecturer cum Instructor	01 (ST)	Rs. 44900/- in Pay Matrix Level-07 (Rs. 44900-142400) (as per 7 th CPC)	Post Graduate in Hospitality/ Tourism or MBA from a recognized University/Institute. AND (+) Full Time Degree/Full time three years Diploma in Hotel Administration/ Hospitality Management/ Hotel Management/ Hospitality Administration /Culinary Arts/ Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from: (i) NCHMCT or NCHMCT affiliated institute. OR (ii) An Institute approved by AICTE. OR (iii) An Institute approved by the State Board of Technical Education. OR (iv) An Institute affiliated to	Not exceeding 40 years (as on 28.02.2023)	Direct Recruitment (Written test followed by Skill Test) (Skill Test as prescribed by NCHMCT)

				<p>University duly recognized by UGC. OR</p> <p>(v) Central/State/Deemed to be University recognized by UGC. OR</p> <p>(vi) Equivalent degree/diploma of foreign university/Institution recognized by AIU.</p> <p><u>Desirable Qualification: Ph.D degree</u></p> <p style="text-align: center;"><u>AND</u></p> <p><u>Essential Experience:</u></p> <p>At least 5 (five) years teaching experience in the grade of Assistant Lecturer or equivalent (at UF level program) from an Institute affiliated to National Council for Hotel Management & Catering Technology/AICTE/State Board of Technical Education/Recognized University.</p> <p style="text-align: center;">OR</p> <p>At least 7 years total experience (Teaching and Industry together) including 3 years experience in Teaching/Training of a 3 star/Heritage or above category approved hotel.</p>		
3	Assistant Lecturer cum Assistant Instructor	Total post-03 (UR-01) (ST-01) (OBC-01)	Rs. 35400/- in Pay Matrix Level-06 (Rs. 35400-112400) (as per 7 th CPC)	<p style="text-align: center;"><u>CATEGORY A:</u></p> <p>Post Graduate in Hospitality/Tourism or MBA from a recognized University/Institute.</p> <p style="text-align: center;">AND (+)</p> <p>Full Time Degree/Full time three years Diploma in Hotel Administration/ Hospitality Management/ Hotel Management/ Hospitality Administration/ Culinary Arts/ Culinary Science with minimum of 55% marks in aggregate or its equivalent grade from:</p> <p>(i) NCHMCT or NCHMCT affiliated institute. OR</p> <p>(ii) An Institute approved by AICTE. OR</p> <p>(iii) An Institute approved by the State Board of</p>	Not exceeding 35 years (as on 28.02.2023)	Direct Recruitment (Skill Test as prescribed by NCHMCT in which NHTET weight age shall be added)

				<p>Technical Education. OR</p> <p>(iv) An Institute affiliated to University duly recognized by UGC. OR</p> <p>(v) Central/State/Deemed to be University recognized by UGC. OR</p> <p>(vi) Equivalent degree/diploma of foreign university/Institution recognized by AIU.</p> <p><u>Desirable Qualification:</u></p> <ol style="list-style-type: none"> 1. Ph.D degree 2. Six months working experience in a 3 star or above category hotel. <p><u>Mandatory Qualification:</u> Candidate should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p><u>CATEGORY B:</u></p> <p>Full time Bachelor's Degree in Hospitality / Hotel Administration/Hotel Management /Culinary Art from a recognized University/ Institute securing not less than 55% marks in aggregate and at least 2 years of hospitality industry experience and also should have qualified NHTET with prescribed percentage, conducted by NCHMCT.</p> <p><u>Common clauses for Category A&B:</u></p> <ol style="list-style-type: none"> 1. The period of service rendered as a teacher at UG and above level of Hospitality on contract basis (Full time) shall be reckoned as valid experience for above purpose. 2. Those having Ph.D degree in Hospitality related subjects from a recognised 	
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				University/Institute after above prescribed qualification, need not to qualify NHTET.		
4	Lower Division clerk	Total post-03 (UR-01) (ST-01) (OBC-01)	Rs. 19900/- in Pay Matrix Level-02 (Rs. 19900-63200) (as per 7 th CPC)	10+2 or Higher Secondary School, passing typing speed of 40 w.p.m. For Telephone Operator Knowledge of EPB Exchange Desirable One year experience in computer applications	Not exceeding 28 years (as on 28.02.2023)	Direct Recruitment (Written + Skill Test)
5	Teaching Associates	Total post-05 (Gen-04) (OBC-01)	Consolidated Rs.25,000/- per month (on contract basis)	Full time Bachelor's Degree in Hospitality & Hotel Administration/Hotel Management after 10+2 from a recognized University and full time Master's degree in Hospitality & Hotel Administration/Hotel Management securing not less than 60% marks in aggregate either in bachelors or Master's degree. OR Full time Bachelor's Degree in Hospitality & Hotel Administration/Hotel Management after 10+2 from a recognized University securing not less than 60% marks in aggregate with at least 2 years industry experience. AND Must have qualified NHTET conduct by NCHMCT with prescribed percentage to qualify for Teaching Associate. However the Candidate having Ph.D in Hospitality/Hotel Management topic need not to qualify the prescribed NHTET.	Not exceeding 30 years as on 28.02.2023*	On Contractual basis (Skill Test)

GENERAL CONDITIONS

1. The above posts carry usual allowance as admissible under Central Govt staff stationed at Bhopal. The Post is Non-Pensionable but the New Pension Scheme as per rules is applicable.

2. **Relaxation of Age:** - Upper Age limit is relaxable up to 05 years in case of SC, ST and departmental candidates or as specified for any category by Government of India from time to time. Departmental candidates are those working in IHMs and National Council for Hotel Management, Noida.
3. **Application Processing Fee:** Application processing fee will be of Rs. 1000/- per candidate for General and OBC candidate and Rs. 500/- per candidate for SC/ST candidates has to be remitted through Demand Draft drawn in favour of "**Secretary, Institute of Hotel Management, Bhopal**" payable at Bhopal. If any candidate applying for multiple post separate processing fee per post will be payable.
4. Applications on prescribed format, which is available on our web site **www.ihmbhopal.ac.in**, accompanied by passport size photograph and attested copies of testimonials must reach the office of "**The Principal/Secretary, Institute of Hotel Management, Catering Technology and Applied Nutrition, Near Academy of Administration, 1100 Qtrs. Bhopal-462016 MADHYA PRADESH**" within 30 days of publication through speed post.
5. Please superscribe the Post applied for on top of the envelope.
6. Persons already in employment with Government, Semi-Government, Autonomous Body etc. should apply "Through Proper Channel" or produce "NOC" from their present employer at the time of document verification.
7. Incomplete and applications received late will not be entertained. The Institute will not be responsible for any postal delays.
8. The competent authority reserves the right to reject/accept any application and fill/not fill/partial filling of the vacancy without assigning any reason(s).

Principal/Secretary